

**Notes**

Section 1 lists the hazards and control measures identified at the SHARP site. This includes the excavation area, car park, camp site, access tracks and welfare facilities.

Risks and control measures are reinforced to volunteers during induction and participation in the Basic Excavation and Recording course (BERT).

This risk assessment is a tool to help planning and conducting fieldwork. Supervisors should be aware that other hazards may arise during the season and be prepared to undertake dynamic risk assessments as these arise, or conditions change.

Additional or specific risks not identified in Section 2 can be added in Section 3.

**RISK MATRIX**

RISK = LIKELIHOOD X SEVERITY			
Likelihood	Severity		
	Minor injury	Major injury	Incapacity or death
Unlikely	Trivial risk	Acceptable risk	Moderate risk
Possible	Acceptable risk	Moderate risk	Substantial risk
Certain	Moderate risk	Substantial risk	Intolerable risk

LIKELIHOOD	SEVERITY	RISK
<p><b>UNLIKELY</b> eg. an injury which is unlikely to occur except in a freak accident.</p> <p><b>POSSIBLE</b> eg. an injury which could occur sometimes.</p> <p><b>CERTAIN</b> eg. an injury which could occur repeatedly or is expected to happen.</p>	<p><b>MINOR INJURY</b> eg. minor cuts and bruises, mucous membrane and eye irritation from dusts, nuisance and irritation e.g. headaches, eye strain, temporary discomfort (i.e. minimal first aid needed).</p> <p><b>MAJOR INJURY</b> eg. lacerations, burns, concussion, fractures, sprains, temporary deafness, dermatitis, ill-health leading to temporary disability (i.e. injuries which will take a prolonged time to heal, need major first aid/hospital needed).</p> <p><b>INCAPACITY OR DEATH</b> eg. amputations, major fractures, permanent loss of sight and/or hearing (total or partial), poisoning, ill-health leading to permanent disability, life-shortening diseases, fatal injuries (i.e. permanently debilitating, need major time in hospital needed).</p>	<p><b>INTOLERABLE:</b> Urgent action required (work should not start or continue until the risk has been reduced. If it is not possible to reduce the risk with unlimited resources, work must remain prohibited).</p> <p><b>SUBSTANTIAL:</b> High priority (work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken to reduce the risk).</p> <p><b>MODERATE:</b> Medium priority (efforts should be made to reduce the risk, but the cost of prevention should be carefully measured and limited. Continued monitoring and assessment may be necessary to improve control measures).</p> <p><b>ACCEPTABLE:</b> Low priority (no additional controls required. Continued monitoring and assessment may be necessary to improve control measures).</p> <p><b>TRIVIAL:</b> No action required.</p>

**SECTION 1: HAZARD ASSESSMENT & RISK CONTROLS**

For every possible hazard identified, the control measures are listed. The residual risk is the assessment of the risk level once all noted control measures are in place. If the residual risk is Moderate, Significant, or Intolerable further control measures must be put in place to reduce the risk. If the residual risk is Trivial or Acceptable no further action is needed.

POSSIBLE HAZARD (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	RISK (Likelihood x Severity = Risk)	CONTROL MEASURES (A short summary of the control measure and standards/guidance)	RESIDUAL RISK
<b>1 Site Access/Egress</b> Entering/Leaving site and parking vehicles.	Moderate	1. Only use designated access onto site. 2. Only park in designated areas/onsite parking facilities. 3. Mark/be aware of obvious hazards and take care when entering/exiting gateways.	Acceptable
<b>2 Personal Safety</b> Lone working, accident to persons away from site, e.g., collecting stores, etc.	Moderate	1. Volunteers not allowed on trench without supervisor present. 2. Supervisors to check before leaving trench at breaks/end of work 3. Lone workers to provide contact details and arrange pre-determined contact times with responsible person.	Acceptable
<b>3. Members of the Public, Visitors &amp; Others</b> Inexperienced people on site, unsuitable clothing, falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Area of work to be assessed for security to avoid un-authorized visitors and appropriate actions taken (e.g., extra fencing etc.). 3. Public liability insurance cover.	Acceptable
<b>4. Existing and Installed Services</b> Contact with service - electrocution, fire, explosion, flooding. Damage to service.	Substantial	1. All services to be located before excavation, or prior to any groundwork on site. 2. Be aware of changes in the soil that may indicate services 3. All electrical cable to be clearly marked and where possible to be run through undersoil piping, or run 4. Electrical and gas equipment checked by competent person prior to season start	Acceptable
<b>5. Plant &amp; Machinery (including delivery/collection of cabins)</b> Collisions with plant, persons, contact with moving parts, overturning of machines.	Substantial	1. Use qualified personnel only for machine operations. 2. A competent banksman to be used during excavations. 3. PPE provided (Hi viz, safety headgear, ear defenders, goggles etc.) 4. All workers made aware of when machinery may be in operating area. Uninvolved persons kept away from machine operations	Acceptable
<b>6. Excavations</b> Deep/unstable trenches - Sections liable to	Substantial	1. All trenches regardless of depth to be risk assessed by a competent person with regard to collapse and the use of stepping.	Acceptable

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collapse, falling into trenches, spoil heap collapse, working in small spaces.	Substantial	2. All supervisors to be briefed on limits of excavation and observance of same.	Acceptable
		3. All sections to be checked every day by a competent person and after bad weather for potential problems.	
		4. Backfilling to be done as soon as possible.	
		5. Excavation trenches to be clearly marked with fences, barrier tape and warning signs.	
<b>7. Spoil</b> Unmanaged spoil heaps - collapse or falling into trenches	Moderate	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. Access to spoil heaps to be maintained for safe access by persons with wheelbarrows and buckets. Use barrow runs where possible.	Acceptable
<b>8. Hand Tools</b> Incorrect use, strains and muscle injuries. Injury to others through incorrect or dangerous use	Moderate	1. Volunteers trained during BERT course or have prior experience. 2. All tools to be used correctly and broken tools replaced. 3. Keep work area tidy. 4. Store tools carefully when not in use.	Acceptable
<b>9. Slips, Trips &amp; Falls</b> Untidy site, hidden obstacles, uneven terrain	Moderate	1. Visual awareness on site. 2. Site to be kept tidy – particularly around trenches. 3. Agreed access to trenches to be used. 4. Marquee stakes to be taped off and marked. 5. Suitable number of trained first aiders, and the implementation of a first aid and emergency calls procedure	Acceptable
<b>10. Manual Handling</b> Musculoskeletal injuries, falling/tripping, trapping toes/fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shoveling. Buckets & wheelbarrows not to be overfilled	Acceptable
<b>11. Noise</b> Excessive noise from machinery, industrial deafness / tinnitus, noise pollution, inability to hear other things	Moderate	1. Use Ear protection whenever machinery is running. 2. Ear plugs/defenders to be available at all times. 3. Liaison with Estate as to when harvesting taking place. Supervisors briefed	Acceptable
<b>12. Dust</b> Breathing in, eye irritation, asthma, chronic	Substantial	1. Damp down dust clouds. 2. Clean tools and clothing regularly.	Acceptable

<b>POSSIBLE HAZARD</b> (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	<b>RISK</b> (Likelihood x Severity = Risk)	<b>CONTROL MEASURES</b> (A short summary of the control measure and standards/guidance)	<b>RESIDUAL RISK</b>
lung disease.		3. Allergies and conditions affected by dust etc (eg asthma) recorded on booking form. Affected individuals to inform Supervisor as necessary 4. Masks and goggles to be available.	
<b>13. Infection &amp; Disease</b> From contact with soil, water, glass, barbed wire, rusty metal etc. Cuts, scratches, stings, bites, pollen and other allergies	Moderate	1. Adequate washing and toilet facilities available (never use still/stagnant water for any purpose). 2. First aid kits and first aiders on site 3. PPE available if needed (gloves, masks, goggles). Use long sleeved tops/trousers if appropriate. 4. Insect repellent to be used if working in wood/marsh areas 5. People to be aware of tetanus, leptospirosis etc. All workers to have had up to date tetanus inoculations. 6. Allergies recorded on booking form, catering staff aware 7. Supervisors aware if agricultural spraying taking place in adjacent fields. Workers moved away until completion.	Acceptable
<b>14. Working Close to Water</b> Potential flooding due to high water table, proximity of rivers etc., and bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 3. Good personal hygiene -washing hands, carry wet wipes 4. Daily programme assessed taking account of weather forecast	Acceptable
<b>15. Weather</b> Heat exhaustion, sunburn, sunstroke, cold and hyperthermia, damp	Moderate	1. Daily briefing given regarding expected conditions and precautions to be taken 2. Supervisors to monitor conditions and workers. 3. Excavation area to be assessed for suitability in extreme conditions (heat/wet etc.). Work halted if necessary. 4. Suitable clothing to be worn for conditions. 5. Drinking water to be available	Acceptable
<b>16. Livestock and other animals</b> Injury from uncontained animals, property damage if livestock escapes	Moderate	1. Arrange for livestock to be removed from work areas or contained behind temporary fencing where possible. 2. Cross fields with livestock calmly and quietly. Be prepared to divert around livestock if necessary. 3. Follow the Countryside Code (England & Wales). Leave gates and property as you find them. 4. Dogs not allowed on site, except those owned by visiting public which must be kept on leads	Acceptable

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<b>17. Human / Animal Remains</b> Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Moderate	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any non-archaeological animal remains 4. Be aware of Leptospirosis and other pathogens carried by animals 5. Use correct hand washing techniques and anti-bacterial gel	Acceptable
<b>18. Waste Management</b> Damage to health through contact, damage to the environment.	Moderate	1. Place all waste in appropriate waste containers. Do not litter. 2. PPE (gloves) available for handling waste.	Acceptable
<b>19. Dangerous substances</b> Injuries/damage caused by inhalation of toxic fumes, or explosion of inflammable substances/materials	Substantial	1. Substances and materials to be securely stored and identified. 2. No smoking policy (except in designated area) in force.	Acceptable
<b>20. Working at height (ladders, scaffold towers etc.)</b> Injuries caused by falling	Substantial	1. Equipment to be checked by competent person prior to use 2. Ladders to be at inclination of 1:4 3. Top step not to be used as platform 4. Further person to positioned at bottom of ladder 5. Ladders and scaffold towers to be set on firm level ground, use of boards if necessary 6. Ladders and scaffold towers not to be used in adverse weather (rain, strong wind etc.)	Acceptable
<b>21. All Activities with risk of injury or health</b> Risk of health deterioration due to inadequate or inappropriate first aid treatment.	Moderate	1. Suitable number of trained first aiders 2. First Aid kits at strategic locations 3. First aid and emergency calls procedure	Acceptable
<b>22. Risk of Injury or health not caused by on site activities</b>	Moderate	1. Collecting advanced health information 2. Allocating work suitable to peoples' health status 3. Informing people of who to report any symptoms to 4. Systems for checking on unwell campers 5. The first aid and emergency call measures in <b>21</b> .	Acceptable

Group/Project Name	Sedgeford Historical and Archaeological Research Project	Completed by	Steve Horn
		Date	31/03/23

**SECTION 2: ADDITIONAL SITE OR TASK SPECIFIC RISK ASSESSMENT**

POSSIBLE HAZARD (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	RISK (Likelihood x Severity = Risk)	CONTROL MEASURES (A short summary of the control measure and standards/guidance)	RESIDUAL RISK
<b>1. Social Fire Pit</b> Risk of fire or injury through burns	Moderate	1. Supervisor to be present at all times fire is lit. 2. Fire to be kept small, within bounds of clay lined pit, and away from combustible material. 3. Fire extinguisher and bucket of water available. 4. No stepping/jumping across fire pit. 5. Fire to be completely extinguished at curfew.	Acceptable
<b>2. Post Curfew Socialising</b> ("New Chalk Pit") Risk of injury through slips trips and falls; individuals becoming unwell and/or left behind	Moderate	1. Agreed Policies in place (including Acceptable Behaviour and Volunteer policies) 2. Event to be held on Fridays only 3. Minimum 2 supervisors in attendance 4. Adequate lighting (torches) to be available 5. Area to be checked for rubbish etc. the morning after	Acceptable
<b>3. Barbeque</b> Risk of injury or fire from hot charcoal Risk of illness through inadequately cooked food or poor hygiene	Moderate	1. Barbeque supervised by experienced team member 2. Barbeque placed in location away from volunteers, and on stable surface 3. Fire extinguisher available 4. Barbeque to be completely extinguished on completion. 5. Cooking to be undertaken by trained and competent team members only 6. Catering team member available to advise on food hygiene measures.	Acceptable
<b>4. Use of Church building for work on human remains</b> Risk of injury through slips trips and falls Risk of injury through manual handling (Musculoskeletal injuries, falling/tripping, trapping toes/fingers)	Moderate	1. A supervisor to be present at all times church is in use by human remains team. 2. Information about hazards and risks to be conveyed to team and volunteers during induction briefing. 3. Team and volunteers to ask for assistance with manual handling if needed. 4. All cables to be visually checked before use, placed away from walkways and team and volunteers to be made aware of use of cables.	Acceptable

This form is to be checked and kept up to date during time on site.

	Name	Brief Description of Amendment	Date	
Amended by	Steve Horn	Addition of Barbeque risks to task specific section Addition of First Aid and Health risks (sections 21/22)	03/06/24	

Amended by	Sophie Beckett	Addition of Use of Church risks to task specific section	12/06/2024	
Amended by				
Amended by				